

<b>POLICE/SHERIFF'S DEPARTMENT</b>		<b>GENERAL ORDERS</b>	
<b>SUBJECT: Unusual Occurrences</b>		<b>NUMBER: 2-22</b>	
<b>EFFECTIVE DATE: July 1, 1999</b>		<b>REVIEW DATE:</b>	
<b>AMENDS/SUPERSEDES: GO 2-22, January 1988</b>		<b>APPROVED: _____ Chief of Police/Sheriff</b>	
<b>CALEA STANDARDS: 46.1</b>		<b>VLEPSC STANDARDS: OPR.05.01-10, OPR.06.01, 06.03, ADM.07.02, 10.01, 16.05, 24.02, 24.06</b>	

## **NOTE**

This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

## **INDEX WORDS**

Disasters  
Special operations  
Unusual occurrences

## **I. POLICY**

Unusual occurrences include emergencies resulting from natural or man-made disasters or civil disturbances such as riots, disorders, violence, or labor disputes. The departmental response to these unusual occurrences may involve barricade/hostage situations, bomb threats and disposal plans, VIP protection, or civil defense. While these occurrences are uncommon, the department must not only deploy personnel in the field but must coordinate the responses of other law-enforcement agencies, public health officials, fire authorities, and the military. Department personnel must act quickly, decisively, and knowledgeably to mitigate disorder or disaster by restoring order and control, and by protecting lives and property. The many variables involved prevent precise development of plans for specific situations; however, basic planning can help to guide officers.

## **II. PURPOSE**

To establish general guidelines for planning and deploying personnel for unusual occurrences.

### **III. PROCEDURES**

#### **A. Administration**

1. The chief of police/sheriff is responsible for overall planning of the law-enforcement response to unusual occurrences and for department participation in the regional emergency operation plan.
  - a. Unusual occurrences includes both natural and man-made disasters. Natural disasters include hurricanes, tornados, storms, floods, blizzards, ice storms, fire, or any other natural catastrophe which results in property damage, suffering or hardship, or loss of life. A man-made disaster includes transportation accidents, explosions, major power failures, hazardous materials exposure, or environmental contamination which results in property damage, suffering or hardship, or loss of life.
2. At least once annually, the department shall conduct training for all personnel on their roles and responsibilities under the regional emergency response plan. Copies of the emergency response plan are found in the chief's/sheriff's office, the communications center, and the briefing room.
3. The following orders outline special operations for specific unusual occurrences:
  - a. GO 2-23, Hostage/barricade situations;
  - b. GO 2-24, Hazardous materials incidents;
  - c. GO 2-26, Civil disturbances.
4. The chief of police/sheriff is responsible for coordinating all law enforcement plans with the municipal, county, or state official charged with emergency activities.
5. Aid to other jurisdictions in unusual situations and mutual assistance is covered under RR 1-17.

#### **B. Operations**

1. The communications center maintains a variety of maps and photomaps to serve in plotting operational commitments including the following:
  - a. The communications center console map showing all key utility sites and public buildings and areas.

- b. A photomap of the town/county in the briefing room.
- c. Portable map boards in chief's/sheriff's office.
- d. Maps of parking lots and housing areas.

C. Special operations

- 1. Supervisors must know the abilities of assigned personnel and shall use this information in assigning or calling out officers for special operations. They shall assign officers by skill qualification, training, physical fitness and agility, psychological stability, and interpersonal communication skills which are best suited for requisite response.
- 2. Officers selected for special operations shall be under the authority of the commander directing the operation until properly relieved.
- 3. Bomb disposal operations must be conducted by either the Explosive Ordnance Disposal (EOD) unit at the nearest military base or by Virginia State Police personnel. Telephone numbers are available to dispatchers.

D. Special events

Special event plans shall include, at a minimum:

- 1. Special personnel qualification requirements, if any.
- 2. Command and control.
- 3. Written estimates of traffic, crowd, or crime problems anticipated.
- 4. Logistics requirements.
- 5. Coordination with outside agencies.

E. Mobilization/call-back

- 1. In any emergency or special operation where additional law enforcement resources are required, the chief of police/sheriff may:
  - a. Hold over the shift due to go off so that personnel of two shifts are available.
  - b. Call back additional personnel.

2. Some special operations are planned weeks in advance and, where possible, additional personnel required will be given advance notification of time, place, uniform, duties, etc. For other operations such as raids, security considerations may limit advance notification to minutes.
3. The chief of police/sheriff shall assign personnel called back as required, using the skills, knowledge, and abilities of recalled officers where appropriate.
4. Call-back time is paid time and will be strictly controlled and accounted for, minimizing expenditure where feasible.

#### **IV. EMERGENCY RESPONSE PLAN (ERP)**

- A. The regional ERP outlines plans for unusual occurrences where additional staffing and the diversion of resources are required. The plan provides guidance on the following topics:
  1. Communications.
  2. Alert stages.
  3. Primary and alternate assembly areas.
  4. Equipment distribution.
  5. Activation of special teams or units.
  6. Key personnel designations and duties.
  7. Transportation requirements.
  8. Management control measures.
  9. Rehearsals.
- B. The ERP is activated through a series of progressive alerts. The chief of police/sheriff authorizes each alert or, in his or her absence, the on-duty supervisor. The alert stages are listed below.
  1. Alert Stage One involves a possible threat which requires the on-duty supervisor to retain all on-duty and support personnel until the threat ends.
  2. Alert Stage Two requires more personnel than those on duty to meet the possible threat. The on-duty supervisor shall request the communications supervisor to summon additional personnel as described in the ERP.

3. Alert Stage Three requires maximum staffing and all off-duty personnel are called to duty.
4. Alert Stage Four requires personnel from other law-enforcement or other agencies, and activates the mutual aid agreement.

C. ERP responsibilities

The ERP requires the department to establish a command post, a staging or assembly area, and a perimeter with controlled or monitored access points. The on-duty supervisor shall direct other responsibilities as listed in the pull-out checklists in the ERP.